



Agenda Report

September 29, 2026

TO: Honorable Mayor and City Council

FROM: Public Health Department

SUBJECT: **AUTHORIZE THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH SUPPLYMATES, LLC TO PROVIDE OFFICE SUPPLIES FOR A TOTAL AMOUNT NOT-TO-EXCEED \$369,639 OVER FIVE YEARS WITH TWO OPTIONAL ONE-YEAR EXTENSIONS**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is not a "project" subject to the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21065 and within the meaning of State CEQA Guidelines Section 15378; and
2. Award contract to lowest and best bid dated May 13, 2026, submitted by Supplymates, LLC in response to the specifications for office supplies for the Public Health Department and authorize the City Manager to enter into a contract for an amount of \$264,028 for five years with two optional one-year extensions, at the discretion of the City Manager, for a total amount not-to-exceed \$369,639.

BACKGROUND:

With over 50 public health programs, the Pasadena Public Health Department (PPHD) offers a range of services that depend on access to and timely delivery of general office supplies. On April 16, 2026, PPHD published an Invitation for Bids (IFB) for Office Supplies in the City of Pasadena electronic procurement system.

PPHD provided a list of materials and supplies most used by the Public Health Department and the specifications required bidders to provide unit pricing for new, complete, and ready-for-use materials and supplies. The quantities contained in the IFB are an approximation for the purpose of comparing bids. The solicitation was advertised electronically, 4,259 prospective bidders were notified and 49 vendors downloaded the IFB. PPHD received eight bids of which two were responsive; six were deemed non-responsive for not meeting the requirements outlined in the IFB.

Bid results are as follows:

Bidder	Location	Amount	
Supplymates, LLC	Pasadena, CA	\$	52,805.52
ADA Company, LLC	Irvine, CA	\$	75,386.91

The bid pricing provided cost in a comparable range to the independent cost estimate of \$50,000 annualized based on the five-year term. The Supplymates, LLC bid was determined to be fair and reasonable in comparison to the cost estimate and the responsive bids. Staff recommends awarding Supplymates, LLC a contract for materials and supplies, as they are the lowest, responsive, and responsible bidder.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council's Strategic Plan Goals to maintain fiscal responsibility and stability.

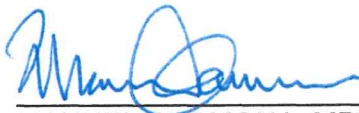
ENVIRONMENTAL ANALYSIS:

CEQA excludes, from environmental review, actions that are not "projects" as defined by Public Resources Code Section 21065 and within the meaning of CEQA Guidelines Section 15378. Sections 21065 and 15378 define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Section 15378(b) excludes from the definition of "project" continuing administrative or maintenance activities, such as securing supplies and services. The actions proposed herein, authorizing the City Manager to enter into contract for purchasing of general office supplies, is an administrative activity, and therefore is not a "project" as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

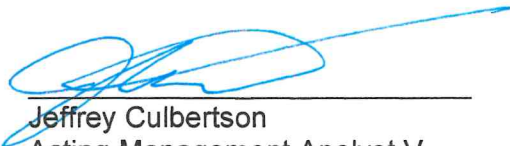
The total cost of this action is not-to-exceed \$369,639 over five years if the base term and both additional one-year optional extensions are exercised. City Council approved appropriations in the FY27 PPHD operating budget to support the projected \$52,806 cost of this action in the current fiscal year. If approved, the annual cost of the remaining contract years will be reflected in the proposed PPHD budget development discussions in each respective fiscal year.

Respectfully submitted,



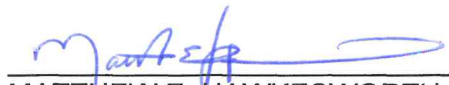
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MATTHEW E. HAWKESWORTH
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